

**Current Noticing Practices for Reports to Council Postings**  
**City of Sunnyvale**

	Definition and Example	Legal Notice Requirements for Reports to Council	Current Noticing Practices for Reports to Council
<b>Reports to Council (RTC)</b>	<p>A Report to Council (RTC) is the method by which City staff presents information and makes recommendations to City Council about particular issues.</p> <p>For example, Report to Council #02-455, titled, “Explore Options to Improve Community Communications and Outreach,” assesses the City’s existing communications and outreach practices. It also recommends to the City Council that staff should “review, update or develop, and implement City-wide outreach guidelines” – the impetus for this outreach task force.</p>	None	<ul style="list-style-type: none"> <li>• All RTCs are posted on Fridays at 5:00 p.m. in the City Clerk’s office and available to the public at the Library the following morning.</li> <li>• All RTCs are posted on the City’s external website on Fridays before the Council meeting at 5:00 p.m.</li> </ul>

For further information on the format and procedures regarding Reports to Council, see Administrative Policy Chapter II, Article II, [Report to Council Format and Content](#).